

Baltimore Convention Center

Job Announcement

Office of Human Resources

Contract Coordinator

Please mail your completed City application or resume to:

Baltimore Convention Center
1 W. Pratt Street
Baltimore, MD 21201

DEPARTMENT: Sales & Marketing

SALARY: \$38,152

GRADE: 086

CLOSING DATE: August 25, 2016

POSITION DUTIES: The Contract Coordinator writes, ratifies and amends contracts for the Baltimore Convention Center. This position acts as the liaison between the sales managers of the Baltimore Convention Center and Visit Baltimore and will interact with clients on a daily basis to help in executing contracts and payments. In addition, this position is responsible for entering, verifying and approving of information in our venue management software system.

MINIMUM QUALIFICATIONS:

EDUCATION: An associate's degree in business administration or related field from an accredited college.

EXPERIENCE: One year of experience in business administration and contractual acumen.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to Human Resources, Baltimore Convention Center, 1 W. Pratt Street, Baltimore, Maryland 21201 or Send email to: jobs@bccenter.org

Equal Opportunity Employer/Affirmative Action Employer